

# Diocesan Communication Policy: Diocesan Communication Policy:

## NEWS YOU CAN USE

### DO'S AND DON'TS OF ELECTRONIC COMMUNICATION

The Diocese of Rochester Code of Pastoral Conduct states that all church personnel are to be aware of their own and others' vulnerability in situations involving working alone with children, youth, and vulnerable adults. A team approach must be used for activities involving these individuals. This is for the safety of all involved.



Electronic communication is included in this “team-approach” policy, so it is very important that such communication to children, youth and vulnerable adults is not on a one-to-one basis but involves a “*one-to-many*” approach.

In keeping with this policy, Instant Messaging and Text Messaging cannot and should not be used to communicate to children, youth, and/or vulnerable adults in activities involving ministry or church business at any time.

To communicate electronically with children, youth or vulnerable adults, use broadcast/group distribution e-mail and send courtesy copies to your supervisor. **Do not** use one-on-one personal electronic communication.

### USE OF PORTABLE DATA-STORAGE DEVICES

Portable electronic devices, including flash or thumb drives, Palm Pilots or similar devices, are to be used for PowerPoint presentations and other communications of a **public** nature. Do not store other's personal information or corporate information on these devices.

- For example, do not download the parish PIP database to a portable electronic device so you can have access to addresses, phone numbers, etc.
- Do not store medical info, Social Security numbers etc. on portable electronic devices.

